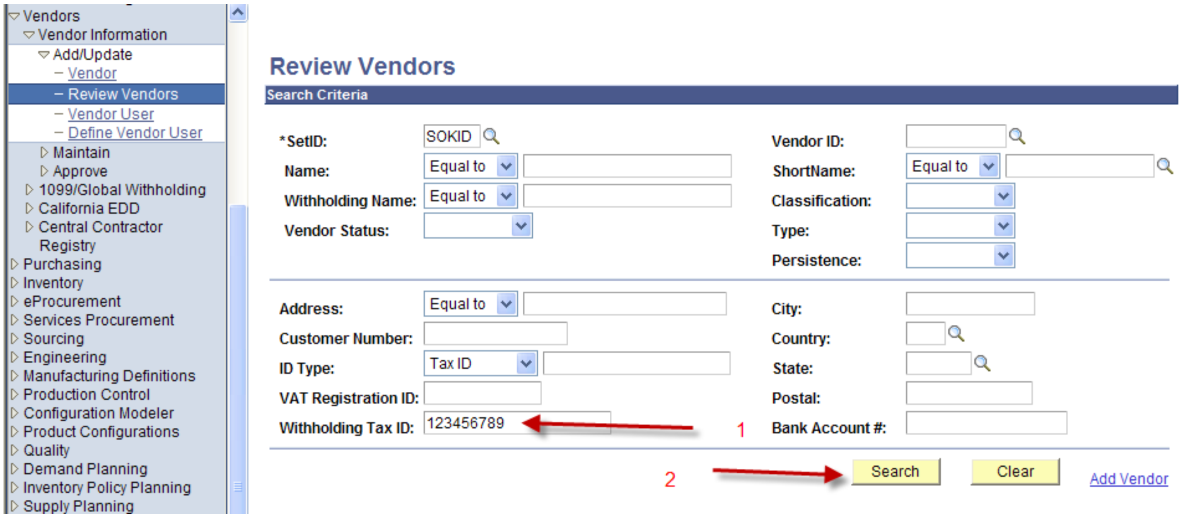
ASTRA

9/23/10

Vendors

Search – how to properly do this. Use Navigation shown, (1) type Withholding Tax ID, then (2) select "Search". You must select the search button – using "enter" will not return results.


Vendors
Vendor Information
Add/Update
Vendor
Review Vendors
Vendor User
Define Vendor User
Maintain
Approve
1099/Global Withholding
California EDD
Central Contractor Registry
Purchasing
Inventory
eProcurement
Services Procurement
Sourcing
Engineering
Manufacturing Definitions
Production Control
Configuration Modeler
Product Configurations
Quality
Demand Planning
Inventory Policy Planning
Supply Planning
Review Vendors
Search Criteria
Vendor ID:
Classification:
Type:
Persistence:
Vendor Status:
Customer Number:
VAT Registration ID:
City:
Country:
State:
Postal:
Bank Account #:
1
2
Search
Clear
Add Vendor

*SetID: SOKID

Name: Equal to

Withholding Name: Equal to

ShortName: Equal to

Address: Equal to

ID Type: Tax ID

Withholding Tax ID: 123456789

Duplicate avoidance – If you receive the "you are entering a duplicate vendor" message, please stop to evaluate why you are receiving this message, and don't just ignore the warning message.

Importance of keying TIN correctly – Less work for central staff approving your vendor adds resulting in timelier approval, ability to recall the vendor using the above search method resulting in less "erroneous" vendor adds, accurate 1099 reporting.

One-time vs. regular vendors – Since entering a one-time vendor does not require any less data entry than using a vendor with "regular" persistence, we are asking that you enter all vendors as "regular". We have not yet identified a processing scenario in SMART that will require the use of one-time vendors.

Adding addresses and locations – all changes should be sent to A & R, so that the status is not set to inactive until the central staff has had a chance to review the update and re-approve.

1099 set up – job aids are published to assist you….all were converted from STARS as 1099 M, box 7. There will be more info to come as we get closer to the end of the calendar year, and as we are working on vendor clean-up.

1099 processing – work group is meeting to define 1099 process. Work is beginning on cleanup efforts both of vendor table and processed transactions.

Life Cycle of a Voucher

Interface – Each night we run the INF02 (inbound voucher interface) files to build vouchers. We also run budget check, matching, and workflow.

INF50 process – spreadsheet upload

Voucher build runs every hour on the hour between 9 and 4. After this process completes, you should be able to see these vouchers (Accounts Payable>Vouchers>Add/Update>Regular Entry>Find an Existing Value) or find them in voucher build error (Accounts Payable>Vouchers>Maintain>Voucher Build Error Detail).

Do not unhide/hide columns on the template that was distributed to your agencies. Alteration of the template puts your upload at risk as well as those for all other agencies using the INF50.

Problems encountered with vouchers

Matching – must be matched before voucher will appear on a worklist

Budget checking – can go through this process at the same time matching is occurring

Approvals – can approve a voucher that has match and/or budget exceptions

Posted/Postable/Recycle – payment is not dependent on status as long as it is POSTABLE

Deleting/Closing –conditions the system looks for to delete include unapproved status, unposted status, unmatched status. Otherwise the document can be closed, which from an accounting perspective accomplishes the same result.

Vouchers stuck in batch process – between the hour and quarter hour, this is expected while batch processes are running. Otherwise, you will need to log a help desk ticket.

PO/Voucher/GL Issues - Job aid is in progress……problems we have seen, tools to use to resolve issue, how to process to avoid problems

Finalize/Unfinalize – If confident this is last payment, use indicator at header level, 2nd choice to use the indicator at the line level…we have identified no good reason to use distrib line checkbox – it gets filled in when one of the other two icons are used.

Address on the Payment tab controls name on the check not the address on the invoice tab – separate fields on the INF02.

Control Groups – must be approved in order to be picked up for paycycle.

Journal Vouchers – these are a "net 0" pair of transactions. Negative line first, then positive. Used to change chartfield values. Follows same workflow as vouchers, but since they are $0, do not go to A & R.

Paycycle – trouble-shooting guide on SMART website, 3 p.m. start.

Setoff Process –status changes, timeframe, and SCM credit memo errors – these need to be worked.

Petty Cash/Imprest process

- Entered as payments are made – records 1099 impact at this time
- Use your “limited” sign-on – should be recognizable based on “short” menu at left of screen
- Replenishment
  - Don’t use 5 digit interfund vendor number, use 10 digit vendor number.
  - Use your “regular” sign-on
  - Use proper account code – you can determine this by looking at the name of your fund, then use the corresponding Petty Cash Account from the list of account codes. For example for imprest fund 1, use the first corresponding account code 110301 – Imprest A. For imprest fund 2, use 110302 – Imprest B. Same for Petty Cash……they start with 110320 and run sequentially. Important to remember – there is a different account for each individual petty cash or imprest fund. Query is being developed to assist you in accumulating charges for which you have not replenished the fund, but if you know how much you have spent, you can replenish.